

INSTRUCTIONS FOR CHL-100 CERTIFICATE OF TRAINING

PURPOSE:

The CHL-100 form is to be completed by a certified Texas Concealed Handgun Instructor for each student attending the Concealed Handgun License (CHL) classroom instruction and/or proficiency demonstration required by Texas Government Code Chapter 411.

Per Texas Government Code §411.188, students making an application for an original CHL, must complete a minimum of four hours of classroom instruction by a certified Texas Concealed Handgun Instructor.

Texas Administrative Code §6.11 specifies the course of fire required for demonstration of proficiency. (http://www.txdps.state.tx.us/administration/crime_records/chl/chlQualCourse.pdf)

Texas Administrative Code §6.87 requires instructors to make this record, as well as other documents, available for inspection by the Department and requires the records to be maintained for three (3) years after course completion.

The original CHL-100 should be given to the student and a copy maintained by the instructor. CHL applicants should submit the original to the Regulatory Services Division with the application and/or supporting documents.

REQUIRED INFORMATION:

- Student's Name
- Student's Driver License or Identification Card number and two digit State (example: 99999999 TX)
- The amount of time taught for each of the four (4) required topics. Add additional topics covered and the amount of time spent on each additional topic. (If you have more topics than there are blanks, you may combine topics)
- The total number of classroom hours taught.
- Range information
- Printed name of the instructor.
- Instructor certificate number.
- Location where the classroom instruction occurred. This may be a business address or a 911 address if the training did not occur at a place of business.
- All dates when the classroom instruction occurred. (example: 9/1/2013-9/2/2013)
- Signature of the instructor responsible for the training.

The student must sign the CHL-100.

CHANGES EFFECTIVE SEPTEMBER 1, 2013

- Students making an application for renewal of a CHL are no longer required to complete a training course; therefore, the CHL-100 is only required for an original applicant. (HB 48, 83rd Legislature)
- The category of weapon (SA or NSA) is no longer required. (HB 3142, 83rd Legislature)
- The time spent for proficiency demonstration is no longer part of the classroom instruction time and should not be included in the total hours taught.

The classroom portion of the CHL-100 should only be completed for students who attend the classroom training and pass the required written examination.

The proficiency demonstration portion of the CHL-100 should only be completed for students who successfully pass the proficiency demonstration using the required course of fire.